

~~C I A I N T E R N A L U S E O N L Y~~

13 February 1962

MEMORANDUM FOR: Document Division Personnel

SUBJECT : Operating Combination Locks on Doors

1. When any one of the combination locks on doors GF-40, GF-28, GF-18, GE-47 and GHO926 is opened or closed, appropriate entries must be made on the check list posted on the outside of the door.

2. If one of these doors when locked is opened from the inside to let someone in or out, it must be allowed to close and relock or the combination must be opened and appropriate entries made on the check list. Under no circumstances should the door be opened from the inside and allowed to close with the locking bolt in the lock position. This not only damages the lock, but it is a poor security practice.



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Chief, Document Division

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